

REGULAR MEETING OF THE COUNCIL  
CITY OF AMITY, OR

Minutes

A Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, February 6, 2019 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Robert Andrade, Councilor Ryan Lehman, Councilor Caralyn Miller, Councilor Joshua Simonson, Councilor Max Walker, and Mayor Michael Cape.

Councilors Absent

Councilor Rudy van Soolen

Staff Present

City Treasurer/Recorder Jackie Loos, Public Works Superintendent Gary Mathis, and City Clerk Natasha Johnson. Also, present was COG City Attorney Bill Monahan and City Planner Holly Byram.

**CONSENT AGENDA:**

Councilor Walker moved to approve the consent agenda, which consisted of bills from January 2019 and minutes from regular session dated January 2, 2019, minutes from special meeting dated January 19, 2019 and minutes from special meeting dated January 30, 2019. Councilor Miller seconded the motion. With no discussion, the consent agenda was approved 4-1 with Councilor Lehman opposing.

**CITIZEN COMMENTS/QUESTIONS:**

Eve Silverman with Amity DIG gave report. Eve discussed the Daffodil Festival and DIG will be putting it on this year and everything that will be taking place at the Daffodil Festival. Next DIG meeting will be February 15 at 11am.

Shannon Trunde had a question regarding the railroad tracks. She said there are lots of trash and glass. She wants to know who is in charge of keeping it cleaned up. She is concerned someone will get cut or hurt. Mayor Cape explained to Shannon that it is up to property owners to clean property. City will contact property owners and talk with the Sheriff Department about enforcing.

Barbara Bond with Tourism Committee gave report. Barbara discussed the primary focus of Tourism Committee. TC received grant and goal of project is to develop brand identity for Amity. TC sent survey to Amity Citizens and they received 50 responses. Barbara went over survey results. TC had a public meeting on January 21 and there were at least 50 people that attended. She went over the primary concerns which included parking, safe crossing and bike lanes. She said TC notices that no one from City and Council attended. Mayor Cape brought up that it is important for the council to go. Mayor Cape also said as far as adding lights to 99 it is up to ODOT and ODOT says they just don't have the funds. Mayor asked if any more comments. Rob Kistler wanted to encourage the council to go to the website and check the survey results.

Mayor Cape added two items to the agenda under new business. Added item H and I COG Item related to CDBG Grant and SEP Bids. There were no objections.

Mayor Cape talked about Rudy Van Soolen resignation and presented him with a plaque. Mayor Cape presented Jackie Loos with a plaque and talked about her resignation. Mayor Cape discussed will be hiring recorder and council.

**Old Business:**

- a. Appoint Budget Officer for 2020 Fiscal Year – Councilor Walker moved to appoint Chad Olsen as the Budget Officer for fiscal year 2019-2020. Councilor Lehman seconded the motion. With no discussion, the motion passed 5-0.

**NEW BUSINESS:**

- a. Audit Presentation by Grove, Mueller & Swank- Tom Gilgal presented 2017-2018 audit. Tom handed out financial ratios and went over them. There were no questions regarding this.
- b. Ordinance 660 – An ordinance Amending the Amity Comprehensive Plan Map and the Amity Zoning Map. Max Walker moved to approve ordinance 660 amending the comp map and zoning map. Caralyn Miller seconded the motion. With no discussion, the motion passed 5-0.
- c. Overview of the CBD ZC Process – Holly Byram, Planner, went over memo and design standards/options. 1<sup>st</sup> option would be no action; 2<sup>nd</sup> option would be to do a zone change which would cost around \$4,000 and would be about a 6-month process; 3<sup>rd</sup> option would be to change code for GC & LI, there is a grant for this option; 4<sup>th</sup> option would be to have volunteers help. The City would still need professional help and will take longer. Holly went over the next steps and questions the city follow to move forward. Holly asked if any questions. Councilor Simonson asked if could do two of the options. Holly said yes city could but could be some drawbacks. Mayor Cape asked about option 4 regarding volunteers, could that go back to the Planning Commission. Holly said yes, the Planning Commission could do a lot of the work. Mayor Cape is concerned going for another big grant when we already have big grant projects going on and no Administrator at this time. Holly said she isn't sure how the County is handling there grants this year. Mayor Cape suggested not doing option 3 but interested in option 2 with a smaller grant and to have the Planning Commission get involved. Mayor Cape suggested maybe a year from now re-visit this. Councilor Walker asked if we need a motion and Mayor Cape explained he doesn't think we need a motion, but to instruct staff to find out about the County Grant and get stuff ready for the Planning Commission. Councilor Walker direct staff to work on option 2. Councilor Lehman asked if this will all be prepared by the COG. Holly said it could be. Mayor Cape explained City isn't bound to have COG do the work. If City gets the grant, then City could look into who will do the work and would need Council approval. Councilor Simonson asked if need to instruct staff to instruct Planning Commission to start process. Mayor Cape explained matter getting pieces together and presented to the Council. Holly asked for clarification that the Council move to option 2 only if grand or funding available and, in the meantime, have the Planning Commission start brainstorming the process. Council yes that is correct.
- d. Disposal of Surplus Property – 2012 Dodge Charger – VIN:2C3CDXAG3CH131949; Councilor Walker moved to declare 2012 Dodge Charger as surplus property and direct City Administrator to dispose of property and to deposit proceeds to the police reserve funds. Councilor Lehman seconded the motion. Councilor Simonson asked clarification that there is a police reserve fund and not going to Sheriff's contract, Councilor Walker said not yet, the motion passed 5-0.

- e. 4<sup>th</sup> Street Repair Project: Approve \$7500 4<sup>th</sup> St. Repair project. Councilor Walker made motion to approve 4<sup>th</sup> Street Repair Project up to \$7500. Councilor Lehman seconded the motion. Mayor Cape asked if discussion from Councilors. Councilor Walker asked Public Works Gary Mathis if just to pave between the tracks. Gary Mathis said yes, it is just to pave between the tracks. Mayor Cape asked if anymore discussion. There were none. Without further discussion motion passed 5-0.
- f. Fire Hydrant Easement: Councilor Walker moved to approve Fire Hydrant Easement. Councilor Lehman seconded motion. With no discussion motion passed 5-0.
- g. Van Soolen Resignation – Councilor Walker moved to accept Councilor Rudy Van Soolen resignation. Councilor Miller seconded motion. With no discussion motion passed 5-0.
- h. CDBG Amendment: Bill Monahan, City Attorney, went over the Grant and when the project needs to be completed. The project needs to be completed by July 12, 2019. There is a change to the budget page adding install reservoir valve but no increase to the budget. Asking for approval to amendment 3 on the CBG Grant. Councilor Walker moved to approve amendment 3 to the CDBG Grant. Councilor Lehman seconded the motion. Mayor Cape asked if there is discussion from the Council. Councilor Walker asked for clarification that this is for extension of date to be completed and adding back to install the reservoir valve. Councilor Andrade asked question regarding the extension and the process. Bill went over the extension formality. Mayor Cape asked what the previous deadline was. Bill said there was no specific date, just needed to be completed within 36 months. Mayor Cape is concerned we still won't meet the extension date. Council Simonson asked why we picked that date. Bill explained not sure but thinking that is the 36-month mark. Mayor Cape said we will be filing for the extension. Without further discussion motion passed 5-0.
- i. SEP Bids: Gary Mathis, Public Works Superintendent, explained the SEP Bids. Instead of paying a violation, City can do a project instead of paying the violation. Project would be to work on the backup generator and need to pick a project now and wait for the budget. Mayor Cape asked clarification that 80% of fine amount would go to project, which would be around \$4,000. Gary asked Richard Howard, Contracted DRC, to explain. Richard explained the project. Councilor Walker asked if all the same project why such different amounts from the three bids. Gary explained GPEC can do all the work and not hire out. Where the other two bids would need to hire some of the job out. Mayor Cape asked if the current facilities at Oak and Trade would have any need for the generator or are there backup generators. Gary said they have backup generators. Councilor Lehman asked bids from GPEC excluded fuel for the generator. If go with them then need to find other means to provide the fuel. Richard explained it is easy to provide fuel to the generator. Richard suggest move forward with DEQ for their approval to use generator for the project then make motion at the next council meeting. Mayor Cape said wouldn't need motion just need to put in the budget. Mayor Cape asked council if agree use generator as the project. Councilor Miller asked if backup projects in case generator gets denied. Richard explained one of backup projects is taking Trade St. lift station and working on it. Mayor Cape told Public Works to go ahead and submit the paperwork.

## **DEPARTMENT REPORTS:**

Interim City Administrator by Chad Olsen: Olsen submitted a written report and was absent at the meeting. Mayor Cape asked if anyone had anything to add to his report and he did include his timesheet. There were no questions for Olsen.

City Recorder by Jackie Loos: Loos submitted a written report and had nothing to add. Councilor Andrade asked who is on the interview process and when do they start. Mayor Cape said interviews were scheduled for the 13<sup>th</sup> but that is Court so looking at another date and Councilor Walker, Councilor Lehman and Councilor Miller were on the interview panel. Councilor Miller asked how many applicants, Loos said around 6 or 7 and that it is closed. Mayor Cape asked if any more questions for Loos. There were no more questions for Loos.

Public Works Report by Gary Mathis: Public Works Superintendent Mathis submitted a written report. Richard Howard, Contracted DPC, introduced himself and talked about SPEP Grants. Went over a lot of things that are contracted out and one of them being the lab testing. Explained how the City can do that in house and save some money in the long run. Talked about getting Gary Mathis certified and that it will take about 2-3 years to do that. Richard said he will stay on as long as it takes for Gary to get certified. Mayor Cape asked if there is a charge to become a certified lab. Richard explained, no it doesn't cost to become a certified lab, just the cost to get an employee certified to be able to do them. Mayor Cape asked if any one had any questions. There were no more questions for Richard.

City Engineer Billing Report: There was a billing report submitted. There were no questions for the City Engineer.

City Planner Report: an itemized invoice was presented to the Council. There were no questions for the City Planner.

Library Report by Marcia Robbins: Head Librarian Robbins submitted a report and presented to Council a request to think about getting a new library. Robbins explained the reasons why needing a new library. Mayor Cape explained some of the ideas the City has thought about in the past and that Chemeketa's requirements are strict to stay in the Chemeketa system. He understands nothing will happen if the City doesn't try. Robbins explained that there are grants available. Mayor Cape suggested maybe doing a work session in the spring and discuss it. There were no questions for Robbins.

Law Enforcement Report by Sheriff's Office: Todd Whitlow with SO submitted report along with pictures of the decals for the SO cars. Whitlow asked if any questions from the Council. Councilor Simonson asked how log traffic citations. Whitlow explained they are not logged reports. Whitlow went over substation renovations and SO wanting to do an Open House. Whitlow went over ordinances and updated on properties in town that had some ordinance complaints. Whitlow mentioned needing to update City's Ordinance Book. Whitlow suggested checking with local volunteers to help with cleaning up properties in town. Councilor Miller had question for SO regarding National Night Out and if SO will take over. Whitlow said SO would be happy to help with it. There were no more questions for Whitlow.

**REPORTS FROM MAYOR AND COUNCILORS:**

Mayor Cape- Mayor Cape submitted a written report and reminded Council about the Goal Setting scheduled on Saturday at 8:30. Also Council think of ideas and share them with Mayor Cape regarding committees. There were no questions for the mayor.

Councilor Walker- Chairperson for the Ordinance Committee submitted a written report and had nothing to add. There were no questions for Councilor Walker.

Councilor Miller- Chairperson for the Community Engagement Committee did not submit a report but was present and talked about the City-Wide Cleanup and coordinating with PW Mathis. The date for City Wide cleanup will be June 1 at 8 am. There were no questions for Councilor Miller.

Councilor Simonson- Chairperson for the Finance Committee did not have anything to report. There were no questions for Councilor Simonson.

Mayor Cape asked if Councilor Lehman or Councilor Andrade had anything they wanted to add since not assigned to a Committee. Councilor Lehman had a question regarding the first payment to the SO and if it was for 1 month or 2 months. Recorder/Treasurer Loos explained we were waiting for an invoice and that didn't realize SO doesn't invoice so City had to pay 2 months' worth.

Mayor Cape asked Council if anything else to add. There was nothing else to add from the Council

Councilor Walker moved to adjourn. Councilor Lehman seconded the motion. Motion passed 5-0.

**Approved by City Council April 3, 2019**

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Michael Cape, Mayor

**Attest:**

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Natasha Johnson, City Recorder